



# VACANCY ANNOUNCEMENT

***The Department of Health received a Civil Service Commission decision on August 26, 2020 approving interim appointments for Unclassified Service positions within the Department of Health for an interim Public Health Recovery Division, Epidemiology and Laboratory Capacity Enhancing Detection. This interim division is currently established and is expected to remain operational until November 30, 2022.***

Title <b>Contract Administrator 2 [Unclassified]</b>			Salary <b>P26 \$68,635.84 - \$97,643.83</b>
Posting Number <b>E327-20</b>	Position Number <b>961887</b>	Number of Positions <b>1</b>	Posting Period * From: <b>10/08/2020</b> To: <b>10/22/2020</b>
Location: <b>Public Health and Environmental Laboratories 3 Schwarzkopf Dr., Ewing, NJ</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

The NJ DOH Public Health & Environmental Laboratory will be issuing \$100M in grant funding to enhance laboratory testing capacity for SARs-CoV-2/CO V/D-19 outside of public health laboratories to clinical and hospital laboratories within hospitals and healthcare systems as critical partners to build infectious disease testing capacity and concurrently to provide support for public health surveillance and outbreak investigations.

Working independently and under general supervision the Contract Administrator 2 will be responsible for administering these grant funds. Duties and responsibilities include but are not limited to:

- Provides technical assistance in proposal preparation review and approval control, the development and management of adequate grant administration and financial reporting systems, grant monitoring, modification, amendment and closeout, audit compliance, service evaluation, and consultant and contractor classification.
- Conduct the solicitation or Request for Applications (RFA) process; drafts and negotiates contract language; and/or develops contract evaluation criteria. All in accordance with DOH processes and procedures.
- Coordinate the review and selection process for the grant recipients.
- Conduct grant award meetings and reviews documents to ensure compliance with and adherence to prescribed agency contracting policies and procedures and Federal and/or State regulations to ensure the efficient management of contracts; recommends changes based on monitoring experience.
- Once grants are awarded to recipients, oversee the recipients compliance with the grant award requirements. Conduct field visits and reviews reports to ensure compliance with and adherence to prescribed agency contract/grant policies and procedures and federal and state regulations; recommends changes when required.
- Competently utilize the computerized contract/grant information system, compile input data, analyze output information and prepares reports.
- Exercise review and approval authority over grant modifications.
- Prepare and processes various contract documents according to current administrative policies and procedures.
- Act as liaison and mediator with grant recipients. Interprets and resolves disputes about contract terms.
- Collect and analyze data and prepares reports; Establish and maintain essential reports, records and files.
- Ensure completion of contract/grant closeout, including final invoice payments, compliance inspections and audits.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from an accredited college or university with a bachelor's degree.

**EXPERIENCE:** Three (3) years of experience involving contract/grant work, project financing, construction management, fiscal administration, social services administration, and/or budget and management operations of a government or business entity, at least one year of which shall have involved responsibility for some aspect of contract/grant administration.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

**NOTE:** A Master's degree from an accredited college or university in Accounting, Finance, Business Administration, Public Health, Public or Hospital Administration or Social Work (with concentrations in Health, Administration, or Social Policy) may be substituted for one (1) year of the basic experience. (There is no substitution for the one (1) years of experience involving responsibility for some aspect of contract/grant work.)

## IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:  
**PSTLABS@doh.nj.gov**
- Mail the required documents to:  
**Chova Joyner, Secretarial Assistant 3, NS**  
**Public Health and Environmental Laboratories**  
**Reference Posting #E327-20**  
**New Jersey Department of Health**  
**PO Box 361**  
**Trenton, NJ 08625-0361**

**Required documents:**

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

*\* Responses received after the closing date MAY be considered if the position is not filled.*

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.
- If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**
- **RESUME NOTE:** Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.